

# QUEST ACADEMY



MacIntyre Academies  
Quest Academy



## Teaching Assistants

**x1 permanent, x2 fixed term**

Closing Date – 14 May 2021

**FTE Salary £17,815.07 - £21,264.71**

**Actual Salary £14,034.95 - £16,752.62**

**Term-Time only, 35 hours per week**

**Interviews to be held: w/c 24 May 2021**

# QUEST ACADEMY

## REASONS TO WORK AT QUEST ACADEMY:

- ◆ Supportive, forward thinking Multi Academy Trust (MAT).
- ◆ Sponsored by MacIntyre Charity who have a strong reputation nationally as a high quality person centred establishment.
- ◆ Friendly and caring atmosphere.
- ◆ Weekly joint planning time every Friday 1.45- 3.30.
- ◆ Staff who work collaboratively, share resources and ideas.
- ◆ Positive, enthusiastic and dedicated staff team.
- ◆ Ideas are sought and welcomed.
- ◆ Wellbeing of staff is considered.
- ◆ A unique, innovative learning environment that is child centred.
- ◆ The Leadership team is approachable and supportive.
- ◆ Great opportunities for staff development and significant emphasis on staff CPD.
- ◆ Wonderful pupils and supportive families.
- ◆ Innovative curriculum and bespoke holistic assessment.

Quest Academy is a special school which provides 100 places for children of both sexes aged 7 –19 years who have social, emotional and mental health needs and/or an autistic spectrum condition.

We recently achieved the “Family First Quality” award which is a national award given to schools who are able to “demonstrate how families lie at the heart of everything they do.”

As a new school we have termly monitoring DfE visits which have been positive and indicate that we are on track to achieve at least a good Ofsted outcome in Year 3.

### We are looking to appoint someone who:

- ◆ Has a passion for making a difference and is willing to go to the extra mile.
- ◆ Has a compassionate approach.
- ◆ Is an exceptional administrator.
- ◆ Is ambitious for the future on pupils behalf.
- ◆ Understands the importance of working together with stakeholders.
- ◆ Shares the same vision and values as the school.
- ◆ Views change as an opportunity to build upon the school’s current successes.
- ◆ Is innovative and willing to try out new ideas.
- ◆ Has high expectations of themselves and others.

**Our Quest: working together, nurturing individuals, celebrating uniqueness, unlocking potential, friendships and memories. “Ready for Life”**



# THE 'NEW' QUEST ACADEMY



## Our Mission-

To create a school community where everyone can **“be who they are and become who they are not yet”**.

## Our Ethos-

We use the Spanish word **Querencia** to describe the way we work together, creating a sense of belonging through mutual trust and connectivity.

## Our Core strategies-

Planning, **A**ccountability, **C**ommunication and **E**mpowerment.



# THE 'NEW' QUEST ACADEMY



**INTERACTIVE IMMERSIVE CLASSROOM**



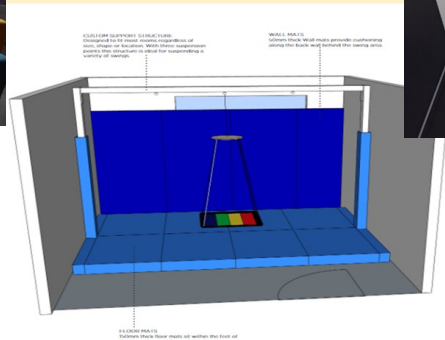
**SOFT PLAY**



**SENSORY ROOM DESIGN**



**CAFE**



**THERAPY ROOM DESIGN**



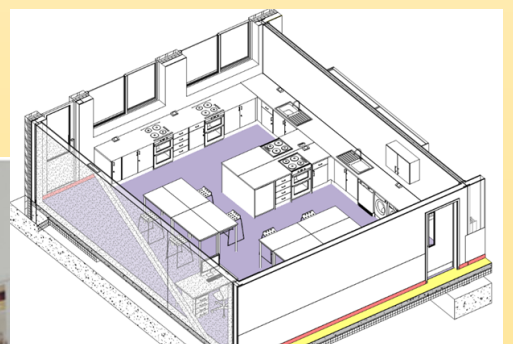
**TEACHER WALLS**



**SCIENCE**



**CONCEPT FOR LIBRARY**



**FOOD TECH**

**Our Address: Quest Academy  
Anderson Avenue  
Rugby  
CV22 5PE**



## STAFF BENEFITS

- ♦ Free onsite Gym or a discounted local gym.
- ♦ Easy access to Rugby railway Station and close to the M6, A5 and M1.
- ♦ State of the art technology and facilities in a brand new building.
- ♦ Access to the Employee Assistance Programme to support health and well being.
- ♦ Cycle to Work Scheme upon successful completion of probation period.
- ♦ Pension scheme with generous employer contributions.

## HOW TO APPLY

Full details of this vacancy can be found on the school's website:

<http://www.thequestacademy.org/home>

You can contact the school at:

[quest.office@macintyreacademies.org](mailto:quest.office@macintyreacademies.org)



## AT QUEST ACADEMY WE BELIEVE:

- In a strong sense of community placing the child and their family at the heart of everything we do.
- That our pupils deserve an outstanding education.
- In the need to be ambitious for pupils' futures.
- In growing our own teachers and leaders for tomorrow.
- That happy staff and pupils supports everyone to be the best that they can be.
- Believe in being outward facing.

## OUR CORE VALUES

- **Compassion:** We focus on the positives.
- **Ambition:** We challenge ourselves (pupils, families, staff and schools) to go further.
- **Partnership:** we are better when we work together.



Recent comments from Parents:

"Can't find fault with the school, it exceeds our expectations and communication is excellent"

"The school is excellent and supports my child and its parents in whatever way possible.

Highly commended."

## OUR CURRICULUM

Our overriding aim is to ensure that our pupils become:

- ◆ Successful learners
- ◆ Confident individuals
- ◆ Responsible citizens

We place equal emphasis on our pupils developing the skills and knowledge from the four areas of our holistic curriculum:

- ◆ Academic
- ◆ Skills for Life
- ◆ Engagement
- ◆ Wellbeing



MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. MacIntyre Academies' Safeguarding Policy can be found on our website and candidates will be asked about this as part of the recruitment process.

Quest Academy  
Anderson Avenue  
Rugby  
Warwickshire  
CV22 5PE

E: [quest.office@macintyreacademies.org](mailto:quest.office@macintyreacademies.org)

Putting children and families *first*



# Recruitment Advertisement

## Teaching Assistant

<b>Job Title:</b>	Teaching Assistant	<b>Reference No(s):</b>	
<b>Hours of Work:</b>	Term-Time only, 35 pw	<b>Salary:</b>	£17815.07 - 21264.71
<b>Closing Date:</b>	14/05/2021	<b>Location:</b>	Rugby
<b>Interview Date:</b>	w/c 17/05/2021	<b>Start Date:</b>	September 2021

**Be part of a team that is passionate and committed to making a positive difference to the lives of the pupils and their families; in an innovative new school in Rugby, for children and young people with autism and/or social, emotional and mental health needs.**

### About Us

In September 2019, MacIntyre Academies Trust opened a new and exciting Academy in a purpose built state of the art building in Rugby, Warwickshire for approximately 100 children and young people with social, emotional and mental health needs and/or autism, aged between 7 years and 19 years. The new school has specialist facilities including a sensory room, therapy room, interactive immersive classroom, soft play room, recording studio and photography suite. We are very proud of our holistic curriculum which enables the pupils to benefit from blended therapy in the classroom. We have a café located at the front of the school where parents can meet and the pupils can display the items they have made within the school which will be available to purchase. We are passionate to support our pupils and families from the local community to ensure the best outcomes.

Whilst the new building was being constructed the academy was located in a temporary modern school building on the outskirts of Nuneaton and opened with 30 pupils in September 2017 rising to 55 pupils in September 2018.

MacIntyre Academies is delighted to have been chosen to set up this new Academy which joins the existing Endeavour Academy in Oxford which opened in 2014 and Discovery Academy which opened in September 2015. MacIntyre Academies is sponsored by MacIntyre Charity, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

### The Role

Reporting to the Class Teacher or in their absence the Higher Level Teaching Assistant you will be responsible for the support and delivery of teaching and learning at key stages 2, 3, 4 and post 16. You will model best practice and provide effective communication surrounding lesson requirements.

You will also work closely with internal and external stakeholders to successfully contribute to the delivery of the vision, ethos, aims and objectives of the academy; in turn, enabling successful learning and achievement by young people and sustained improvement in their spiritual, moral, social, cultural, mental and physical well-being in preparation for the opportunities, responsibilities and experiences of adult life.

Previous experience is not required to apply for this role, however, you must be an effective, confident communicator and able to keep accurate records such as the recording of learning outcomes with excellent attention to detail. You will demonstrate an approach of facilitation and reflective practice within the role.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references.

# Teaching Assistant Job Description

## Reporting to:

Class Teacher, and in their absence the Higher Level Teaching Assistant (HLTA)

## Purpose:

To support exceptional standards of learning to pupils by facilitating their physical, emotional, social psychological and creative development.

You will support person centred learning to meet the needs, aspirations and choices of the pupil, exemplifying best practice at all times. You will support the Class Teacher and your team with the delivery of a value for money service which establishes Macintyre Academies brand and reflects the needs of the local community. This will be supported by induction and ongoing training and development.

## Key Responsibilities and Duties:

- To support Class Teachers, and in their absence the Higher Level Teaching Assistants (HLTA), with the delivery of the curriculum and all aspect of personnel and social development.
- To work as part of a class team to provide the best learning environment and support to the children in the school.
- To support the child and young people within the academy in the development and review of their person centered plans/Personal Development plans and to work in accordance with the agreed plan.
- To be a learning mentor for named pupils.
- To develop and draw on knowledge of particular needs in order to enhance the benefits to the children and young people within the Academy.
- Under the direction of the Class Teacher help prepare resources and prepare the learning environment so that the pupils have the best access to learning.
- To contribute to initial and baseline assessments and the ongoing assessment of learning
- To support the Class Teacher to evidence learning
- Under the direction of the Class Teacher, or HLTA, engage in leading individual or small group learning sessions.
- To support the ongoing functional learning of the children during visits in and around the local community.
- To support pupils in any work experience placements or off site activities.
- Where appropriate to liaise and feedback on pupil's progress with professionals and families.
- Where appropriate be involved in assessments of pupil's progress and learning in the form of written observations, photographic or video assessments.
- To ensure that you follow each pupil's Education Health Care Plan, behaviour support plan and any other relevant targets.
- To be aware of and complete relevant information that requires daily attention such as pupil's logs, incident files, communication books, planners, etc to ensure that you record all information accurately, legibly and communicate it appropriately.
- To promote MacIntyre Academies' philosophy of positive behaviour management through consistency, respect, warmth, empathy and compassion.
- To provide a caring and supportive environment for pupils that respects and affirms their racial, cultural and religious identity and lifestyle.
- To be aware of the regulatory frameworks within which you work and to keep abreast of national, corporate and local developments which affect your work.
- To attend and participate in staff meetings, individual formal supervisions, appraisals, staff debriefings to ensure consistency and good practice.
- To carry out any other duties commensurate with your role.



### Additional Duties:

- To safeguard and promote the welfare of all pupils in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a pupil we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

# Teaching Assistant Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> <li>• Knowledge of or an interest in Autism, Learning Disabilities or other behavioural difficulties.</li> <li>• Excellent classroom practitioner.</li> <li>• Demonstrable commitment to own continued professional development.</li> <li>• Demonstrable experience of professional communication and interpersonal skills both written and verbal.</li> <li>• Good ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with multidisciplinary teams.</li> <li>• Experience of IT assessment packages</li> <li>• Experience of working in a Special Needs school</li> <li>• Experience of working with students with ASD.</li> <li>• Experience of handling challenging and high pressure situations.</li> </ul>
Personal Attributes	<p><i>Must be able to demonstrate</i></p> <ul style="list-style-type: none"> <li>• Excellent communication and facilitation skills.</li> <li>• A passion for working with pupils with SEN and their families.</li> <li>• Ability to work flexibly to meet the needs of the Academy.</li> <li>• Ability to work with the Class Teacher to promote motivate and work with others to create a shared culture and positive climate.</li> <li>• High level of resilience and determination.</li> <li>• Commitment to and a genuine interest in the pastoral welfare of the school community.</li> <li>• Calm and organised approach to work under pressure and the ability to inspire this in others.</li> <li>• Demonstrate a highly motivated and person centred approach to the role</li> </ul> <p>Adopt a reflective approach to your work.</p>	

## Competencies

<b>Respecting and Understanding Others</b>	<ul style="list-style-type: none"> <li>• Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions.</li> <li>• Treats the pupils we support and colleagues with respect, dignity, honesty and equality.</li> <li>• Adapts their working style and level of support to an individual's needs or wishes.</li> <li>• Works cooperatively with colleagues and assists when they need support.</li> <li>• Value the different contributions that people can make within a team.</li> </ul>
<b>Influential Communication</b>	<ul style="list-style-type: none"> <li>• Ensures Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour.</li> <li>• Listens actively and displays enthusiasm in their communication.</li> <li>• Uses and presents information in a manner which is persuasive, logical and understandable to the receiver.</li> </ul>
<b>Facilitating Success and Improvement in Others</b>	<ul style="list-style-type: none"> <li>• Use encouragement, praise and appropriate direction as necessary.</li> <li>• Supports, motivates and inspires others to try new tasks or activities.</li> <li>• Seeks assistance appropriately and able to receive feedback positively from others.</li> </ul>
<b>Supporting Learning and Teaching or Care in an Educational Setting (for those in an operational role)</b>	<ul style="list-style-type: none"> <li>• Is ambitious, has consistent and high expectations of staff and pupils</li> <li>• Demonstrates personal enthusiasm for and commitment to the learning process</li> <li>• Demonstrates the principles and practice of effective learning and teaching</li> <li>• Initiates and supports research and debate about effective learning and teaching</li> <li>• Provides appropriate support intervention based upon a detailed knowledge of individual pupils</li> </ul>
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Is able to collect, interpret and evaluate information</li> <li>• Can develop a deep understanding of a problems, exploring alternative ways of resolving problems including new possibilities.</li> <li>• Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.</li> </ul>
<b>Resilience to Change and Challenges</b>	<ul style="list-style-type: none"> <li>• Is open to change and embracing new developments / initiatives</li> <li>• Adapts well in new and unfamiliar situations responding to changing plans quickly</li> <li>• Works independently without direction</li> <li>• Is resilient and copes well in emergency situations.</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Is committed to achieving high standards for their own self-development</li> <li>• Is able to reflect on self-development needs and address them.</li> <li>• Meets agreed development action plans as agreed with line manager.</li> <li>• Achieves positive feedback from peers, senior colleagues and external stakeholders.</li> </ul>